

Agency IT Strategic Plan

Secretariat: Administration

Agency Code: 132

Agency: State Board of Elections

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Agency Profile & Strategic Direction

Agency Mission Statement:

The mission of the State Board of Elections (SBE) is to ensure that every eligible citizen of the Commonwealth is allowed to exercise his or her Constitutional right to register to vote and, if registered, to vote in a private and confidential manner. The Code of Virginia (§24.2-103) tasks the Agency with, among other things, supervising and coordinating the work of local election officials to "obtain uniformity in their practices and proceedings and legality and purity in all elections." SBE strives to ensure accuracy and fairness in voter registration, the application of campaign finance laws and the conduct of elections.

Agency IT Vision Statement:

The SBE is committed to providing superior service to our customers – local electoral boards, general registrars, candidates and the public. With proper funding, resources, and utilization of current and emerging technologies, the SBE will continue to implement operational efficiencies and continually improve the quality of service delivered to our customers. Further, the agency will be positioned to more readily and rapidly take advantage of new emerging technologies.

The key aspects of this future environment include: the voluminous amounts of data typical in voter registration activity will be processed in acceptable timeframes and the associated required reports will be available in diverse media and formats; data exchange (with other State agencies and local registration offices) will be simplified, automated and easily integrated; all legal obligations will be met in a timely and efficient manner; new voting equipment, meeting rigorous certification standards, and new voting procedures will engender greater confidence in the electoral process; electronic communications (e.g., web site, locality intranet) will provide fast, efficient service to our entire range of customers; the enormous quantity of paper moved through the SBE will be reduced to the absolute minimum.

Once implemented, the technological solutions to the critical issues identified in the Agency Strategic Plan will provide the SBE with a state-of-the-art environment, our customers with the service they deserve, and the Commonwealth of Virginia with the most efficient State Board of Elections possible.

Total Employees: 24

Total IT Employees: 1

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Project Selection Criteria:

SBE is a small agency with, historically, few discretionary resources. Thus, new projects are only considered once

1. either state or federal law imposes new requirements that necessitate a change in the status quo; OR
2. The affected manager makes the business case; or
3. The status quo becomes intolerable (e.g., too expensive to maintain).

Business Case Development:

In the three scenarios above:

1. Sr. Policy Analyst determines impact of state or federal law change. Team including Analyst, relevant manager and senior management, determine whether new project is required based on the est. cost of modifying existing tools.
2. Relevant manager performs leg-work, documenting problems & potential solutions along with projected costs.
3. Sr. management determines or receives direction that operational efficiencies are required. Internal team assesses options & recommends solutions.

Risk Assessment Methodologies:

Risk assessment is the purview of the project management team that includes both technical and business managers. SBE does not have the resources (i.e., properly trained IT staff) to undertake the projects in this strategic plan without external (e.g., VITA, vendor) assistance.

Prioritization Schema:

As a historically underfunded agency with virtually no ability to engage in discretionary spending, only mission-critical projects are included in this strategic plan. The one major project is a result of a 2002 federal law; the non-major project is a result of the inadequacy of the current system to fulfill legal mandates.

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Core Business Activities:

Core Business Activity Title	Core Business Activity Description	Core Business Activity Sub-Function Title	Core Business Activity Sub-Function Description
EXECUTIVE MANAGEMENT	Efforts to assist the Governor in statewide management of state activities.	Executive Management	This program may be used with the prior written approval of the Department of Planning and Budget
GENERAL SERVICES	Efforts to provide administrative and logistical support to state, regional and local agencies.	Electoral Services	Efforts to establish and administer an impartial electoral process.

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Key Customers Associated With Each Core Business Activity :

Core Business Activity Title	Core Business Activity Description	Core Business Activity Sub-Function Title	Core Business Activity Sub-Function Description
GENERAL SERVICES	Efforts to provide administrative and logistical support to state, regional and local agencies.	Electoral Services	Efforts to establish and administer an impartial electoral process.
Key Customers			
Local Election Officials			
Local Government			
Political Entities			
State agencies			
The Public including the media, general public, academics, students, vendors and others interested in the election process.			
The U.S. Government			
Voters and Applicants			

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Key Activities and Associated Outcomes:

<u>Key Activity</u>	<u>Associated Outcome</u>
Agency Administration	Adequate staffing levels and office space. Fiscal and administrative support to the agency's functional activities. Funding sufficient to carry out agency's mission and mandated services. Long range and strategic planning. Operational efficiency Support for the three-member Board.
Ballot Design/Approval	Compliance with election laws. Compliance with voting system specifications. Uniformity
Campaign Finance Disclosure Act (CFDA) administration	Compliance with the CFDA (SBE and its customers). Public access to disclosure report information. Public confidence in the information provided in filings. Support for software that enables electronic filing and web site access to filing information.
Candidate Certification	Accurate candidate lists. Compliance with election laws. Compliance with SBE policies and procedures. Uniformity in candidate positions on ballots.
Customer Service	Access to lists of registered voters for authorized purchasers. Informed customers. Materials distributed in a timely manner. Transfer of voter registration applications between other registration agencies and local registration offices.
Election Support	Accurate election results.

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Election Support	<p>Compliance with federal and state election laws and SBE policies and procedures.</p> <p>Understanding of election laws and SBE policies and procedures.</p> <p>Uniformity, legality and purity in all election processes.</p>
Implementation of the Help America Vote Act of 2002 (HAVA)	<p>100 percent polling place accessibility.</p> <p>Computerized interactive statewide voter registration list that meets all maintenance and verification requirements.</p> <p>Nationally uniform conditional voting in federal elections.</p> <p>Nationally uniform identification requirements in federal elections.</p> <p>One properly equipped, fully accessible piece of voting equipment in every precinct in the state.</p> <p>Replace punch card and lever voting machines with accessible equipment.</p>
Maintenance and support for the Virginia Voter Registration System	<p>Compliance with applicable state and federal laws.</p> <p>Custom forms and reports.</p> <p>Instruction, information and support for local registration offices to ensure the integrity of the system.</p>
Policy Analysis and Development	<p>Analysis of pending legislation to ensure that the laws are clear and consistent, do not violate applicable federal law and can be implemented.</p> <p>Annual legislative package to ensure uniformity, legality and purity in elections.</p>
Provide Aid to Local Governments	<p>Defrayed costs to local governments</p> <p>Timely and accurate reimbursements of certain expenses for General Registrars and Electoral Boards.</p>
Provide Public Information	<p>Compliance with HAVA.</p> <p>Increased participation in elections.</p> <p>More knowledgeable electorate.</p> <p>Understanding of ballot access requirements.</p>
Results certification	<p>Accurate election results.</p>

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Training	<p>Compliance with election laws.</p> <p>Elected officials take office.</p> <p>Increased confidence in the election process.</p> <p>Uniform practices and procedures</p> <p>Compliance with all SBE policies and procedures.</p> <p>Compliance with applicable federal and state laws.</p> <p>Reduced apprehension of federal and state laws.</p> <p>Uniformity, legality and purity in elections.</p>
Voting Equipment Certification	<p>Availability of state-of-the-art equipment.</p> <p>Compliance with election laws.</p> <p>Compliance with HAVA</p>
Web site maintenance and application development	<p>Increased public access to information relating to elections, voter registration and campaign finance activities.</p> <p>Increased voter awareness and knowledge of and participation in all electoral processes.</p> <p>Quick and convenient access to absentee voting process.</p> <p>Reduced printing and mailing costs of informational material and forms.</p> <p>Reduced reliance on paper for campaign finance disclosures and candidate filings.</p>

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Major IT Projects

Approved for Preliminary Planning — The following project(s) scheduled for initiation in the 2004-2006 Budget Biennium is (are) approved for inclusion in your IT Strategic Plan. A project proposal must be submitted to the CIO before the project(s) will be considered for planning approval. Procurements in support of the project(s) are not approved for submission to the VITA Project Management Division (PMD) for execution until the project has been Approved for Planning by the CIO. For detailed instructions refer to the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects.

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

There are no major projects approved for preliminary planning.

Approved for Planning — The following project(s) scheduled for initiation in the 2004-2006 Budget Biennium is (are) approved for planning. This approval constitutes authorization to undertake the planning necessary to complete a detailed project proposal and project charter for consideration by the Secretariat Oversight Committee and the CIO. Projects "Approved for Planning" must be formally approved for development by the Commonwealth IT Investment Board prior to beginning Phase 3 of the project lifecycle (Project Planning) and execution as defined in the Commonwealth Project Management Guideline. Procurements in support of developing the detailed project proposal and charter are approved for submission to the VITA Project Management Division (PMD) for execution, in accordance with PMD procedures. For detailed instructions refer to the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects.

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

Project Formal Title	Planned Start Date	Planned Completion Date	Estimate At Completion
Virginia Election and Registration Information System (VERIS)	09/01/2003	01/01/2006	\$12,000,000

Active Projects — The following project(s) are(is) scheduled to continue in the 2004-2006 Budget Biennium as an Active Project. All Active Projects must be tracked on the Commonwealth Information Technology Major Projects Dashboard and are subject to monthly review by the CIO. The CIO is authorized to assess progress of all Active Projects and recommend termination of a project to the Commonwealth IT Investment Board.

There are no major projects in the active projects category.

Collaboration Opportunity — The following project(s) is (are) designated as a Collaboration Opportunity. Your agency should consult with the other agencies listed on the corresponding collaboration report and evaluate whether collaboration between agencies on these projects is feasible. The results of your collaboration efforts and evaluation should be reported when the project is presented to the Commonwealth IT Investment Board for "Development Approval".

Web-Enablement

Incorporate the Web standards developed by VIPNet into all projects which have customer facing components of Web-enablement. Where possible, combine the customer facing components of various projects together and request a proposal from VIPNet for the enablement services.

Campaign Finance Management System

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Major IT Procurements

Approved Major IT Procurements - The following major procurements are approved for submission to the VITA Project Management Division (PMD) for execution in accordance with PMD procedures.

Procurement Description	Planned Procurement Delivery Date	Estimated Procurement Cost
Voting Equipment Replacement	01/01/2006	\$32,600,000

Disapproved Major IT Procurements - The following major procurements are not approved for submission to the VITA Project Management Division (PMD). The agency should not take any action on the major procurements listed below.

There are no disapproved major procurements.

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Non-major IT Projects

Approved for Planning— The following project(s) scheduled for initiation in the 2004-2006 Budget Biennium is (are) approved for planning. This approval constitutes authorization to undertake the planning necessary to complete a detailed project proposal and project charter for consideration by the CIO. Projects "Approved for Planning" must be formally approved for development by the CIO prior to beginning Phase 3 of the project lifecycle (Project Planning) and execution as defined in the Commonwealth Project Management Guideline. Procurements in support of developing the detailed project proposal and charter are approved for submission to the VITA Project Management Division (PMD) for execution, in accordance with PMD procedures. For detailed instructions refer to the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects.

<http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc>

Project Formal Title	Planned Start Date	Planned Completion Date	Estimate At Completion
Campaign Finance Management System	01/01/2005	06/30/2006	\$500,000.00

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Non-major IT Procurements

Approved Non-major IT Procurements - The following non-major procurements are approved for submission to the VITA Project Management Division (PMD) for execution in accordance with PMD procedures.

There are no approved non-major procurements.

Disapproved Non-major IT Procurements - The following non-major procurements are not approved for submission to the VITA Project Management Division (PMD). The agency should not take any action on the major procurements listed below.

There are no disapproved non-major procurements.